

eFundi Tutorial: Test & Quizzes

How do I adjust the layout and appearance of an assessment



Layout and Appearance options control the overall look and feel of the test for students, such as how they navigate from one question to another, and how the assessment questions are numbered if the assessment has [multiple parts](#). For more information on additional assessment settings, see [How do I view and modify the settings of an assessment?](#)

Step 1: Edit the settings

The screenshot shows a user interface for managing assessments. At the top, there are two tabs: 'Working Copies: not released to students' (active) and 'Published Copies: released to students'. Below the tabs is a table with columns: Action, Title, Last Modified, and Modified Date. A dropdown menu is open over the first row, with 'Settings' highlighted in blue. The table contains the following data:

Action	Title	Last Modified	Modified Date
-- Select Action --	1 new (QTI file)	Test Test	2020-04-22 16:57
-- Select Action --	1 New (txt Markup)	Test Test	2020-04-22 17:00
1 new (Zip)	Test Test	2020-04-22 16:44	
Test 1	NADINE SMIT	2020-04-17 11:34	

From the *Tests & Quizzes* tool home screen, choose the **Settings** option in the drop-down menu for the quiz you would like to publish. Be sure that you are in the **Working Copies** tab; otherwise, you won't see your unpublished items.

Note: You can review and edit settings on a published assessment by going to the **Published Copies** tab and selecting **Settings** in the drop-down menu for the assessment. It is not recommended to modify the settings of an assessment while testing is in progress, as it may cause loss of student submission data.

Step 2: In the assessment Settings page, click Layout and Appearance

Settings - Assessment Test 1

[Expand All](#)

- ▶ About this Assessment
- ▶ Availability and Submissions
- ▶ Exceptions to Time Limit and Delivery Date
- ▶ Grading and Feedback
- ▶ Layout and Appearance

Step 3: The Layout and Appearance section will expand to show the following options

Layout and Appearance

Navigation

Linear access to questions with NO return to previous pages. (There are only "Next" buttons to go forward. There is NO Table of Contents page.)

Random access to questions from a Table of Contents. (There are "Next" and "Previous" buttons on each page for navigation.)

Since students are not supposed to see the same questions more than once, selecting linear access will automatically make 1 submission the default setting for number of submissions allowed.

Question Layout

Each Question is on a separate Web page

Each Part is on a separate Web page

The complete Assessment is displayed on one Web page

Numbering

Continuous numbering between parts

Restart numbering for each part

Mark for Review

Add Mark for Review feature

Background

Background Colour

Background Image

Step 4: Navigation

Navigation

Linear access to questions with NO return to previous pages. (There are only "Next" buttons to go forward. There is NO Table of Contents page.)

Random access to questions from a Table of Contents. (There are "Next" and "Previous" buttons on each page for navigation.)

Since students are not supposed to see the same questions more than once, selecting linear access will automatically make 1 submission the default setting for number of submissions allowed.

Navigation controls how students proceed through the test. The default is **Random access** where students can navigate through the test with **Next** and

Previous buttons, as well as a **Table of Contents**. You may change this to **Linear access** if you prefer, where students can only go forward using the **Next** button and cannot revisit earlier questions or access a **Table of Contents** to jump to a question.

Step 5: Question Layout

Question Layout	<input checked="" type="radio"/> Each Question is on a separate Web page
	<input type="radio"/> Each Part is on a separate Web page
	<input type="radio"/> The complete Assessment is displayed on one Web page

You can control the presentation of the questions according to the options shown. The default option is to display **Each question on a separate Web page**. This is the *recommended setting*, as students' answers will be saved as they navigate through the test using the **Next**, **Previous**, and **Table of Contents** buttons.

If you have separated your assessment into parts, you can use the second option to display **Each Part on a separate Web page**. To display **The complete Assessment on a single Web page**, allowing students to scroll through it, click the third choice.

WARNING: *If you choose **The complete Assessment is displayed on one Web page**, students **MUST** click **Save** to ensure that their answers are saved. Displaying the complete assessment on a single Web page greatly increases the risk that students will lose their work.*

Step 6: Numbering

Numbering	<input checked="" type="radio"/> Continuous numbering between parts
	<input type="radio"/> Restart numbering for each part

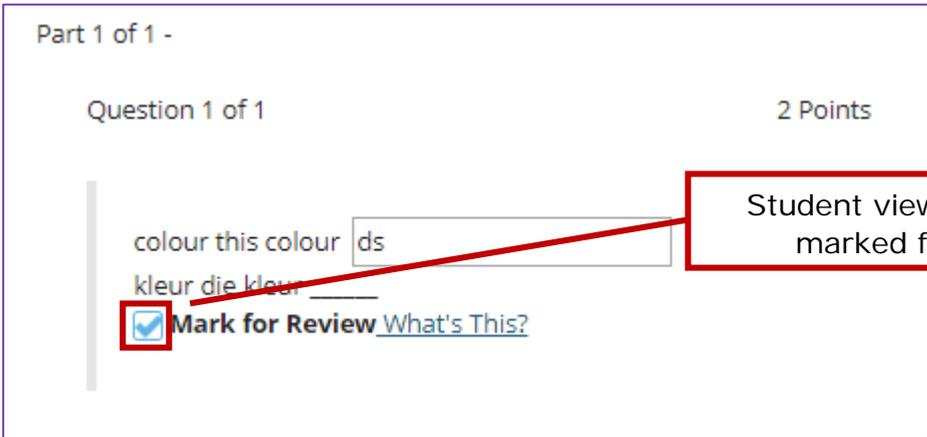
If your assessment has [multiple parts](#), choose the numbering pattern here. **Continuous numbering between parts** presents the questions in continuous, sequential order. If you choose to **Restart numbering for each part**, questions are numbered with the part number, then the question number.

Step 7: Add checkboxes next to questions so they can be marked for review. (Optional)

Mark for Review Add Mark for Review feature

If your assessment navigation allows Random access to questions from a Table of Contents, you can check a box to **Add checkboxes next to questions so they can be marked for review.**

Student view of mark for review



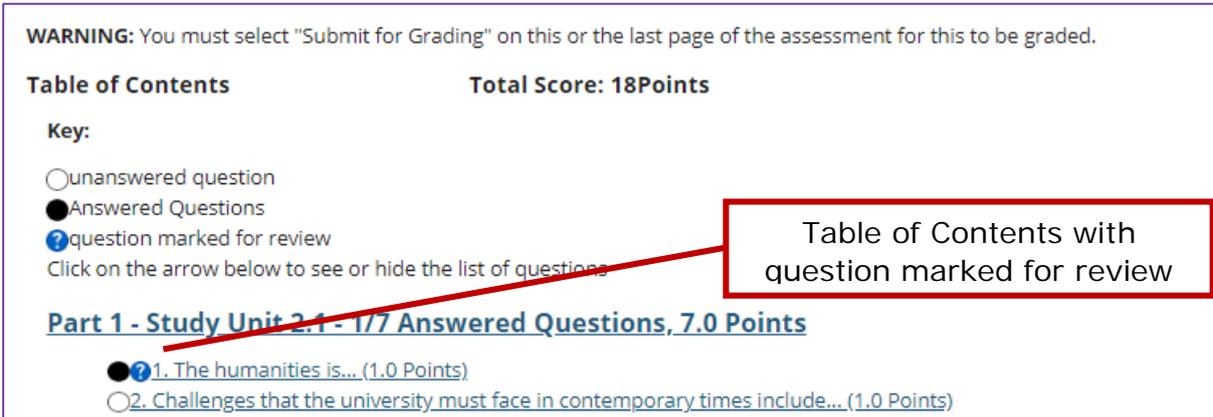
Part 1 of 1 -

Question 1 of 1 2 Points

colour this colour ds
kleur die kleur _____

Mark for Review [What's This?](#)

Student view of question marked for review



WARNING: You must select "Submit for Grading" on this or the last page of the assessment for this to be graded.

Table of Contents **Total Score: 18Points**

Key:

- unanswered question
- Answered Questions
- question marked for review

Click on the arrow below to see or hide the list of questions

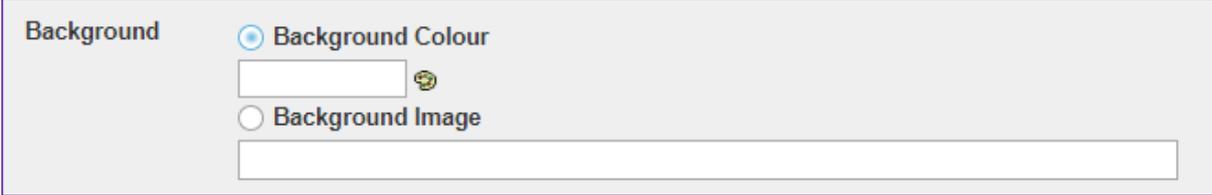
Part 1 - Study Unit 2.1 - 1/7 Answered Questions, 7.0 Points

- 1. The humanities is... (1.0 Points)
- 2. Challenges that the university must face in contemporary times include... (1.0 Points)

Table of Contents with question marked for review

When students are taking the test, this option will allow them to check a box, **Mark for Review**, under each question. When they view the *Table of Contents*, questions **Marked for Review** will display a **question mark icon (?)** so they can easily identify and revisit marked questions.

Step 8: Background



Background

Background Colour



Background Image

You can choose a colour or image for the background here.

1. To select a **Background Colour**, click the **palette icon**.
2. To add a **Background Image**, enter the URL of the image's location. An image smaller than the screen will be tiled to cover the entire screen area.